

# WILLIAM P. HOBBY MIDDLE SCHOOL CAMPUS POLICY

## WILLIAM P. HOBBY MIDDLE SCHOOL ADMINISTRATION

Lawrence Carranco	Principal
Greg Dylla	Vice Principal
Audrey Grant	Academic Dean
Valentin Flores	Assistant Principal
Marie Zavala	Assistant Principal

## GUIDANCE COUNSELORS

Deborah Perez-Gutierrez	Head Counselor
Rhiannon Drumm	Counselor
Amanda King	Counselor

### Section A Campus Policy 2018-2019

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# **William P. Hobby Middle School Mission Statement**

The staff at Hobby Middle School is committed to the belief that children come first. Our school's mission is to create a positive learning environment with an atmosphere of instructional excellence. Together, we will build a community of... CHAMPIONS!

## **Purple Power**

We strive for academic excellence within our students and ourselves to bring forward a positive attitude. Purple Power symbolizes "A Can Do Attitude" and willingness to persevere through any obstacle. We believe in "I Can" and our leading facilitators in the classrooms. Belief surrounds our walls and promotes safe learning environments for students to be comfortable with who they are. We motivate, inspire, and model what needs to be done in our classrooms, however we focus on building meaningful relationships.

## **WELCOME**

### **WILLIAM P. HOBBY MIDDLE SCHOOL**

Welcome to Hawk Country. As a student at William P. Hobby, you will have the privilege and opportunity of being a part of one of the best middle schools in our nation. Your school faculty will offer you many opportunities. In return you will be expected to give your cooperation, interest, and enthusiasm in the classroom and in your extracurricular activities. It is a fact that you will receive no more from your school than you put into it. Keep this thought in mind at all times. You, the student, are the most important aspect of school life at Hobby Middle School.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens.

Be proud of your school. Take good care of it. As a school citizen, you are expected to act like a middle school student and conduct yourself properly. You will learn necessary and useful skills for the future. As a new student you may find some things unfamiliar at first, but you will soon become accustomed to them.

Throughout your life you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while a student at your school.

### **WILLIAM PETTUS HOBBY**

Governor William Hobby was known as the "tactful Texan". In September of 1917, William P. Hobby became Governor of Texas. He succeeded the impeached governor Ferguson and later in 1918 was elected by a record majority to serve from 1918 to 1920. During his term in office, William Hobby took charge of wartime responsibility, sponsored first "tidelands" law, "right-to-work" legislation, and his education proposals have made history. The Northside Independent School District has chosen Texas governors and notable Texans to be the namesakes of the middle schools in the district. In the choice of William Hobby for this middle school, the district has made an excellent selection, as Governor William P. Hobby was an illustrious contributor to the newspaper business and State Governor of Texas.

James A. Clark said of Governor Hobby, "William P. Hobby is a great man. He is a pleasant charming person with the most genuinely profound wit I have ever known. He is most accurate and penetrating as a dedicated newspaper man; and I believe history will record same day that he was one of the truly great governors of Texas."

### **SCHOOL COLORS**

**PURPLE AND GOLD**

### **SCHOOL MASCOT**

**HAWKS**

### **PEOPLE WHO CAN HELP YOU**

#### **Principal**

The Principal is responsible to the Superintendent of Schools for proper administration of William P. Hobby Middle School. His duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to assist you with any concerns.

#### **Academic Dean**

The Academic Dean is an instructional leader who is responsible for curriculum and instruction on the campus. The Academic Dean works in conjunction with the Principal, Vice Principal, and Assistant Principal to achieve student success.

#### **Vice Principal/Assistant Principal**

The Vice Principal and Assistant Principal work directly with the Principal in the administration and organization of the school. They are in charge of attendance and handle the routine discipline problems. They also assist the principal in supervision of personnel, instruction, and the implementation of the campus and district goals and mission. The Vice Principal assumes the responsibility of the Principal in his absence.

#### **Counselor**

Students have the same guidance counselor throughout middle school. Counselors will be happy to assist students with concerns regarding school and/or personal life. If students would like to make an appointment with a counselor, this can be arranged with the secretary in the guidance office. If a counselor cannot see students that same day, she will make an appointment for later time. Conferences with students receive first consideration of the counselor's time. The function of the counselor is advisory, not disciplinary, and all information is confidential based on the district guidelines.

#### **Teacher**

Your teachers are specialists in the field in which they teach and are eager to help students get the most out of your classes.

The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration.

**Your teachers are also classroom leaders who have the responsibility of supervising and directing all students in the pursuit of their education.**

## **Librarian**

Your librarian and library staff are invaluable resources when researching class assignments, finding a great book to read and assisting you with technology, including audio books, databases, and class projects. We are available to assist you every school day from 7:50 am to 3:50 pm. Check out your Hobby library!

## **Police Officer**

The police officer assists students when needed and helps maintain a safe environment. The officer helps supervise all after school events and helps monitor traffic. The Northside ISD Police Department maintains a 24-hour, anonymous SAFE hotline number at (210) 397-7233.

## **School Nurse**

The school nurse is available to help students at school with medical emergencies and will work closely with parents and physician(s) in administering prescribed medication. Please notify the school nurse of any medical conditions that may be of concern.

# **GENERAL INFORMATION**

## **Athletics**

Athletics at Hobby are extra-curricular activities and most practices are scheduled before or after school. We have team sports such as football, basketball, soccer, and track for 7th & 8th grade boys. We have basketball, volleyball, soccer, and track for 7th & 8th grade girls. We have lifetime sports for all students in tennis and golf at the 7th & 8th grade level.

Athletes at Hobby are boys and girls who have indicated a desire to contribute time and energy for the good of them, the team, and their school. We recognize this contribution in various ways. We expect our athletes to be good representatives of Hobby wherever they may go. An athlete is first a lady or a gentleman, who acts courteously, and is an example of good conduct and grooming for others to follow. The athlete must maintain a passing grade of 70 or above to remain eligible to participate in any extra-curricular activities. There are no special privileges for athletes and none are expected. The athlete is assuring for himself or herself a more well-balanced education through a variety of interests. We welcome student participation in our athletic program, and we hope that it will result in victorious competition.

## **Attendance Procedures/Tardies**

Following an absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to school within three days to **substantiate** absences. Students should bring all notes to the attendance office between 7:50 am and 8:30 am. In the event that a student reports to school following an absence without a note, he/she must report to the Attendance Office.

Sufficient time is provided to pass from one class to another. If a student is not in class at the end of the passing period, the teacher will consider the student tardy. All unexcused tardies will be subject to a penalty. Teachers are not required to allow the student consideration for any unexcused tardies. Should a student be detained by a teacher, he/she should secure a note from that teacher and present it to the teacher in charge of the class he/she is entering. For such an occurrence, the student will not be charged with an unexcused tardy.

### **1. Tardiness to class**

If a student is tardy to class, he/she should report directly to his/her teacher, who will evaluate his/her reason for tardiness and assess an appropriate penalty.

### **2. Coming to school late**

If a student arrives on the campus late, he/she will report immediately to the attendance office for a class admittance slip. Students who arrive late on the campus may be subject to an administrative consequence. Repeat offenders will be reported to truancy court.

### **3. Excessive Tardies**

Students with excessive tardies will be referred to the administrator for disciplinary action. Repeat offenders will be reported to truancy court.

## **Awards**

In order that students may be duly recognized for outstanding achievements, awards will be presented at the last P.T.A. meeting of the year in May.

Students will receive honor roll ribbons at the end of each six-weeks grading period except for the last six weeks. To be on the "A" honor roll, the student must have A's in all subjects. To be on the "A and B" honor roll, the student must have all A's and B's in all subjects. **Students cannot have N's or U's in conduct to receive honor roll status.**

## **Back Packs**

Students will be allowed to carry backpacks with them to class. Drawstring backpacks are highly recommended. Large athletic bags for athletic purposes must be stored in locker rooms.

## **Band/Choir/Orchestra**

Students in band are expected to buy their instruments except in a few instances where the instrument is furnished. Students are expected to participate in Solo and Ensemble contests. Students are required to attend all performances as part of their grade. Students are also expected to attend before and after school rehearsals in preparation for upcoming concerts.

## **Bell Schedule - TBA**

\*\*Note: Bell schedule is subject to change in order to accommodate an advisory period at the beginning of the day or other modified schedule.

## **Bus**

Students are expected to ride the designated bus assigned to them by the transportation department. In order to ride a different bus home, a note with a contact phone number must be sent by a parent/guardian and received by 3:00pm in the front office. This request will be verified by administration with a phone call.

## **Cell Phones/Personal Electronic Devices/ BYOD**

Personal Electronic Devices (PED's) must be turned off and not visible during the school day unless using the device for "teacher approved" instructional purposes. Students who violate this policy will be subject to escalating consequences which includes confiscation of the device and may require a parent to pick up the device(s).

## **Clubs**

Membership in clubs is open to all students. Every student will profit from the varied experiences which he/she will enjoy as a member of a club. Regular meetings are held once each month, either before or after school.

## **Dances and After School Activities**

School dances sponsored by the PTA and club organizations will be held periodically. These dances are open only to Hobby students in good standing. In order to continue to attend future dances or after school activities, students must be picked up no later than twenty (20) minutes after the function (ex: football, volleyball, basketball, and Intramurals). Parent contact will be made by an administrator if the student is not picked after the function within the time frame.

## **Deliveries**

In order to minimize interruptions of the learning environment, we do not deliver items directly to students. However, we also recognize the need for a child to receive forgotten items. Therefore, we will gladly accept any item delivered by a parent to the office. Balloons, flowers and personal gifts for students will not be delivered to the student during the day. All items will be held in the front office for student pickup at the end of the day.

## **Detention Hall**

Teacher Assigned detention hall begins at 3:50pm-4:30pm, and Administrative Assigned detention hall begins at 3:50pm-5:00pm. Students are expected to arrive on time. They are required to bring with them enough school-related material on which to work for the entire time. Arriving late or not being properly prepared could result in an additional administrative referral. Attendance recovery for high school credit may be assigned during detention hall.

## **Dress Code**

The district's dress code is implemented (Section D page 7); therefore, students will be expected to follow the guidelines set forth by the district. Dress code standards are extended to extra-curricular activities held on the campus.

In an effort to promote a safe and positive school environment which is conducive to learning the following will be enforced:

- Pajama tops or bottoms are not to be worn as outer garments
- Pants and skirts must be worn at the waist, no loose waistbands, sagging, dragging or oversized pants are permitted. (Ex: Athletic boy shorts)
- Pants hems should be worn at or below the ankles and not drag the ground.
- No skin exposed above the knee when wearing clothing with holes are permitted. Shorts are prohibited for boys and girls.
- Skirts with slits must be 4 inches above the knee (the slit must meet the same requirement)
- Wallet chains, dog chains, dog collars, spike and leash type jewelry is prohibited.
- Inappropriate, indecent, suggestive, low cut, excessively tight, or distracting clothing (some examples: sexual slogans, gang s, tobacco, alcohol products drugs or violence) will not be allowed. This includes patches, drawings, or writing on clothing.
- All Shirts/Tops must be worn appropriately – baggy & long shirts below the buttock area are not acceptable.
- No exposed midriffs, backs, or underpants. No, halter tops, spaghetti straps, strapless, tube top, camisole type, see through are not allowed. (3 finger rule will apply)
- No house shoes/slippers/slides are permitted.
- Body piercing other than ears is not permitted. Ear rings, like all jewelry must be school appropriate, and earlobe spikes and/or "spacers are prohibited. No other body piercing jewelry is allowed.
- Tattoos should be covered at all times.
- Body art in any form to include writing on skin, distracting or inappropriate stickers, and glitter is prohibited.
- Hair must be neat and clean. Unconventional colored, multi-colored or spiked, Mohawk hairstyles are not permitted. Hair must not cover the eyes. Insignias or initials, lines, designs etched in the eyebrows, hair or any part of the scalp are not permitted.
- Tight fitting pants (e.g. tights, spandex, bicycle pants, and leggings) are prohibited. Dress or skirt with leggings is appropriate meeting the length requirement of 4 inches above the knee.

Because fads in dress and grooming are subject to sudden and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive, indecent, or unusual as to detract from the classroom environment. Changes in dress code, deemed appropriate and necessary by the school principal, may be announced, implemented and enforced during the course of the academic school year.

Students not complying with the dress code may be removed from the regular school setting until the parent is able to provide appropriate attire.

We acknowledge that students form close association/friendships. When those associations/friendships are expressed outwardly by the wearing of specific colors or displaying of jewelry items that stand out from the general student body disciplinary action may ensue.

Final determination of acceptable dress code and grooming rests with the principal or his/her designee.

## **Extra-Curricular Activities**

All Hobby students are encouraged to participate in extra-curricular activities. Students must maintain their academic eligibility to participate fully. However, students who do not attend school on an extra-curricular event is scheduled may not participate in that activity.

## Fire Drills

Fire drills are conducted for two purposes: (1) to train students to leave the building in a quick and orderly manner in case of an emergency alarm; and (2) to teach self-control in times of emergency in later life. These aims can be accomplished with student cooperation. When an alarm is sounded, all students should immediately leave the room as directed by the teacher and proceed to the designated exit. They should walk in an orderly manner without talking or pushing. When the students reach the safety zone, they should turn and face the building while remaining in line.

In case of an obstructed fire drill in which an exit is blocked, the students should then proceed to an alternate exit. In doing so, care should be taken to stay in line.

Signals for fire drills are as follows:

Fire: Loud continuous alarm.

Halt: At a predetermined, safe distance from the building.

Return: Verbal command from administrator or designee.

## Hobby Pride

P- Punctual

R- Respectful

I- Integrity

D- Determined

E- Excellence

## Intramurals

The purpose of the intramural program at Hobby is as follows: to provide a short recreation period for all students. All intramurals will take place immediately after school. Students taking part in intramurals should be picked up at 5:30pm.

## In School Suspension (ISS)

Students who cannot conduct themselves appropriately on campus as well as in their regularly scheduled classes may be assigned to the ISS class. Upon entering the ISS classroom, students will surrender their cell phones and any other electronic devices to the ISS teacher. These items will be secured by the ISS teacher, and will be returned to the student at the end of the day. Students will be sent home to serve the remainder of their suspension if they cause disruption that warrants removal from the ISS classroom, or are not compliant with the directives of the ISS teacher to the point that a referral needs to be written.

## Leaving Campus

Students are not allowed to leave campus after they arrived without parents checking in the front office and following student check out procedures.

## Library

The library is a vital tool in the educational process. In order to maintain the library effectively, a set of regulations has been formulated.

Library hours are from 7:50am – 3:50pm

Students may use the library during the school day with an appropriate pass from the teacher.

Students do need a pass to use the library before school.

We do not charge fines for overdue items, but students are responsible to pay for the loss or damage of library materials.

## Lunch Deliveries

Students may purchase lunch in the cafeteria or bring their lunch from home. Parents wishing to bring their child lunch may do so for their child **only**. Bringing lunch for other students or groups is not permitted without administrator approval.

**If a student is in need of a lunch, please notify a cafeteria worker or administrator ASAP and arrangements will be made. Lunches that are being delivered (such as restaurant or parent deliveries) must be dropped off at the front office by a parent or approved guardian. Using a third party delivery service (ex: Door Dash, Uber Eats, etc.) will be prohibited due to safety issues and payment complications.**

## Nuisance Items

The following items are to be left at home:

- Skate boards – Full size or mini
- **Chewing gum**
- Permanent markers
- Water guns, *cascarones* (confetti eggs), balloons, stuffed animals or any other toys
- Poppers, “stink” bombs, fireworks, matches and lighters
- Items for sale, such as candy or gum that are not part of a school approved fundraiser
- Laser pointers
- Other; any item/toy that disrupts the learning environment

These items cause a distraction from the school’s academic atmosphere, and they can be easily lost or stolen. **The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.**

## Office Hours and Procedures

The main office hours are from 7:45am– 4:15pm each school day. All school business should be transacted during these hours.

## **PE Uniforms**

Hobby PE uniforms will be sold through PE and Athletic classes and may be purchased through one of the PE or Athletic coaches. Cost of PE uniforms are subject to change. If students do not purchase this uniform, they are asked to provide their own white "T-shirt" and purple or black shorts. Student's name should be on both shirt and shorts. Athletic shoes are required. ALL shirts must be tucked in.

## **Public Display of Affection (PDA)**

Public displays of affection are not appropriate in a school environment and are subject to regular disciplinary procedures.

## **Visitors on Campus**

Visits from parents and patrons are encouraged by Hobby Staff. We welcome you, but all parents and patrons are required to register at our front office to pick up your visitors pass. Everyone should be prepared to show their **Driver's License for identification**. You are also required to sign-out prior to leaving the campus. This pass lets our staff know that you have complied with District policy regarding campus visitations. Older siblings are not allowed to visit unless accompanied by the parent.

## **Withdrawal from School**

The student should bring the withdrawal documentation form filled out by the parent/guardian prior to the withdrawal date. This form is available in the attendance office. Textbooks are to be turned in to the Vice Principals Office. Before withdrawal is completed, all records, books, instruments, and uniforms must be cleared and finalized in the attendance office.